

PERSON SPECIFICATION

JOB TITLE: HR Administrator

DATE: October 2019

RESPONSIBLE TO: HR Manager

	Essential	Desirable
Qualifications	Good level of educational attainment up to A level - Passes in Maths and English Language	
Experience	<p>Solid administration experience</p> <p>Experience of general office tasks (e.g. scanning, filing, setting up basic databases and mailing lists, answering telephone queries, conducting basic research)</p>	<p>Generalist HR administration or Recruitment experience</p> <p>Experience of working for a charity</p> <p>Experience of working in an educational setting</p>
Skills	<p>Strong Microsoft Office skills (including Word and Excel)</p> <p>Strong administrative, time management and organisation skills</p> <p>Good team working skills</p> <p>Strong communications skills; verbal and written</p>	A good knowledge of HR processes

	Essential	Desirable
Abilities	<p>Able to deal with confidential information and maintain confidentiality</p> <p>Able to work under pressure and meet deadlines</p> <p>Excellent attention to detail and accuracy</p> <p>Literate, numerate and articulate.</p>	
Essential personal qualities	<p>Able to take initiative</p> <p>Commitment to high standards of work</p> <p>Strong interpersonal skills, able to relate well to different types of people</p> <p>Flexible, adaptable approach to work</p> <p>Positive and enthusiastic attitude</p> <p>Personal resilience</p> <p>A commitment to safeguarding and promoting the welfare of children and young people</p>	